

## **MADERA COUNTY**

### **ENVIRONMENTAL HEALTH SPECIALIST REGISTERED ENVIRONMENTAL HEALTH SPECIALIST I REGISTERED ENVIRONMENTAL HEALTH SPECIALIST II**

#### **DEFINITION**

Under general supervision (Environmental Health Specialist) or direction (Registered Environmental Health Specialist I/II), to perform environmental health investigations and inspections in the enforcement of Federal, State, County, and local environmental health and sanitation laws, ordinances, and regulations; to inspect chemical and hazardous material storage and spills; to prepare studies and reports; and to do related work as required.

#### **SUPERVISION EXERCISED**

##### **Environmental Health Specialist**

Exercises no supervision.

##### **Registered Environmental Health Specialist I**

May exercise technical and functional supervision over lower level staff.

##### **Registered Environmental Health Specialist II**

May exercise technical and functional supervision over lower level staff.

#### **DISTINGUISHING CHARACTERISTICS**

**Environmental Health Specialist**--This is the training level in the Environmental Health Specialist class series. This classification does not require registration as an Environmental Health Specialist; however, it does require a letter of verification issued by the State Department of Health Services, which states that the incumbent has completed all required courses pursuant to the Health and Safety Code. Job assignments are performed under the guidance of staff with requisite registration. An individual must achieve required certification and promote to Registered Environmental Health Specialist I as prescribed by the State of California. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

**Registered Environmental Health Specialist I**--This is the entry level in the Environmental Health Specialist class series. This classification requires registration as an Environmental Health Specialist. Positions in this class series are flexibly staffed and positions at the Registered Environmental Health Specialist I level are normally filled by advancement from the Environmental Health Specialist level. When filled from the outside, the employee is required to possess valid registration as an Environmental Health Specialist issued by the California Department of Health Services which allows the employee to meet the qualification standards for the Registered Environmental Health Specialist I level.

**Registered Environmental Health Specialist II**--This is the full journey level in the Environmental Health Specialist class series. Positions at this level are distinguished from the Registered Environmental Health Specialist I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions in this class series are flexibly staffed and positions at the Registered Environmental Health Specialist II level are normally filled by advancement from the Registered Environmental Health Specialist I level. When filled from the outside, the employee is required to have prior related experience and registration which allows the employee to meet the qualification standards for the Registered Environmental Health Specialist II level.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provides County environmental health services; plans and performs surveys, investigations, and inspections to determine environmental health and safety problems and needs; secures compliance with laws and regulations and good environmental health practices; inspects food handling and processing establishments, camp sites, swimming pools, rental housing and dwelling units, schools, public and private buildings, water supply systems, and sewage disposal systems; reviews and approves proposed septic tank installation plans; investigates complaints and indications of such nuisances as insect problems and unsanitary waste disposal; obtains facts, evidence, and samples; recommends abatement and control measures; reviews plans and issues permits for private sewage disposal systems; provides instruction in control methods; inspects chemical and hazardous material storage facilities and unlawful discharge; responds to emergency situations; records, gathers, organizes, and prepares information for a variety of reports; maintains specialized information and records required by Department functions; interprets health and safety laws and regulations for the public; provides advice on meeting and maintaining legal requirements; undertakes formal enforcement action when necessary; facilitates compliance with regulatory agencies; recommends office policy and procedures; works with community agencies to promote improved environmental health; prepares reports; prepares correspondence.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Environmental Health Specialist**

##### **Knowledge of:**

Basic principles of biology and chemistry.  
Basic principles and practices of environmental health and safety.

##### **Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Learn to perform environmental health inspections and investigations.

Learn to assist others with resolving environmental health problems.

Prepare clear and concise reports.

Deal tactfully and courteously with the public when representing the Environmental Health Department.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Some working background with environmental health issues is highly desirable.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental health, biology, chemistry, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain by date of appointment, a letter of verification issued by the State of California, Department of Health Services, which states that the applicant has completed all State required courses pursuant to Section 106625 of the Health and Safety Code.

Ability to obtain, within three (3) years of appointment, registration as an Environmental Health Specialist issued by the California Department of Health Services.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb; exposure to outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

### **Registered Environmental Health Specialist I**

In addition to the qualifications for an Environmental Health Specialist:

#### **Knowledge of:**

Basic principles of physics, entomology, and statistics.  
State and local laws and regulations governing environmental health and safety.  
Investigation and inspection techniques.

#### **Ability to:**

Perform environmental health inspections and investigations.  
Interpret and apply to policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Assist others with resolving environmental health problems.  
Detect unsanitary conditions and public health hazards.

#### **Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Experience:**

Some working background with environmental health issues is highly desirable.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental health, biology, chemistry or a related field.

#### **License or Certificate:**

Possession of valid registration as an Environmental Health Specialist issued by the California Department of Health Services.  
Possession of, or ability to obtain, an appropriate, valid driver's license.

#### **Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb; exposure to outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Registered Environmental Health Specialist II**

In addition to the qualifications for a Registered Environmental Health Specialist I:

**Knowledge of:**

Functions and operations of organizations and agencies involved with environmental health.  
Methods and techniques of investigation, inspection, and resolving environmental health problems.

**Ability to:**

Make a wide variety of environmental health inspections and investigations.  
Detect unsanitary conditions and public health hazards, securing their correction through educations, voluntary compliance, and legal enforcement.  
Instruct others in the correction of environmental health problems.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of responsible work experience comparable to that of a Environmental Health Specialist/Registered Environmental Health Specialist I with Madera County.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental health, biology, chemistry or a related field.

**License or Certificate:**

Possession of valid registration as an Environmental Health Specialist issued by the California Department of Health Services.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb; exposure to outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** November 2006